

# ***Policies and Procedures***

<b>SECTION:</b> <b>Administration</b>	<b>NO.</b> <b>2.1.30.</b>		
<b>CHAPTER:</b> <b>Facilities</b>	<b>ISSUED:</b> 03/04/16	<b>REV. A</b>	<b>REV. B</b>
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## **PURPOSE**

In keeping with the teaching and research mission of the University, strategic objectives and the effective and efficient provision of services to students, faculty and staff, the University must manage and maintain campus physical facilities. Assigned space for on-campus and off-campus facilities is based on program needs and institutional priorities. Space is reassigned as needs and priorities change. The purpose of this policy is to:

- Define the composition and authority of the Space Committee;
- Create University space allocation standards and utilization principles; and
- Outline the space request procedure process and related decision-making criteria.

## **POLICY**

The allocation of campus space in buildings owned or leased by the University will be directed by a Space Committee with assistance from Facilities Management. Departments assigned to space must request approval for changing the function of existing space and/or expanding into any vacated space.

## **DEFINITIONS**

Allocation: The distribution of all usable floor space, measured in square feet, of buildings and portable structures.

Assignment: To give primary jurisdiction over use of a space to a specific using unit for an extended period.

Building or facility: All structures on campus or in areas under control of the University.

Changing the function of space: Examples include, but are not limited to, converting an office to a lounge space or converting a meeting space into an office.

Department/unit: Any office identified on the University's organizational chart.

Renovation: Physical changes to space to improve and/or modernize, including accessibility upgrades, movement of doors or walls, addition of technology, air conditioning, etc.; which may also involve changing the use or type of space.

Space: Area, usually defined by some form of constructed boundary, structure, or building.

Space Inventory and Classification Database: A comprehensive database of space at Creighton. This database is managed by the Facilities Management Department and indicates the assignment,

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classification (by the National Center for Educational Statistics (NCES) and other coding as may be deemed necessary and appropriate), utilization, and size of individual spaces on campus. The database also includes information on space occupants, and other information necessary to make decisions on the efficient and effective use of space.

*Space reassignment:* Process whereby custody of space is transferred from one space custodian to another on the Space Inventory and Classification Database.

*Wet laboratories:* Laboratories where chemicals, drugs, or other material or biological matter are handled in liquid solutions or volatile phases, requiring direct ventilation, and specialized piped utilities (typically water and various gases).

## **PROCEDURE**

### **1. Space Committee**

The Space Committee is composed of four institutional leaders designated by the President and, as a committee, has ultimate responsibility for the assignment and reassignment of space. The Space Committee members are: the Senior Vice President for Operations, the Vice President for Administration, the Provost, and the Vice Provost for Student Life. At least one member of the Space Committee will also serve on the Campus Planning Committee.

The Space Committee is advised by Facilities Management in consultation with faculty, staff, and students on an as needed basis. Facilities Management shall be responsible for: 1) reviewing and validating space request information; 2) recommending the assignment or configuration of space; and 3) suggesting improvements to space management procedures.

The Space Committee is not responsible for assigning or scheduling individual classes or events. However, the Space Committee shall oversee and manage requests involving the re-assignment of classrooms and/or event space to other space category types (for example, the re-assignment of a classroom space to office space).

### **2. Space Allocation Standards**

The President has delegated to the Space Committee the responsibility for allocation and optimal use of space on campus. While the Space Committee has final decision-making authority for the planning, allocation, assignment, and reassignment of all space, decisions should be made with input from all relevant parties.

The allocation and utilization of space at Creighton should be in accordance with the strategic objectives and, to the greatest extent possible, the following space allocation standards:

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1. No individual space/area is owned or controlled by any school, college, department, or organization affiliated with the University. Allocation of space does not imply permanence, rather a commitment based upon continued program justification and changing program priorities.
2. Space will be assigned to a college, school, department or affiliated organizations with the University, taking into consideration several factors including campus priorities, obligations related to funding or other covenants, and the University's mission. These factors will be fully considered in decisions about all space allocations, use, and changes in assignments.
3. Allocation of increased square footage depends on a demonstrated need, availability of suitable space, and impact to other schools, colleges, departments and affiliated organizations.
4. Space vacated by a physical move, renovation, or new construction reverts back to the University for re-assignment by the Space Committee based on the utilization principles below. Likewise, space vacated due to a reduction in program size, workforce reduction, or program elimination is also allocated back to the University.
5. The Creighton University Space Allocation Standards for the assignment of space are prioritized as follows:
  - a. Instructional and study spaces, including general purpose classrooms, specialized teaching laboratories, open laboratories such as computer labs, seminar rooms, study spaces, and necessary support space at the undergraduate, graduate and professional level.
  - b. Specialized space for scholarly research, including laboratories, will be consistent, to the extent possible, with the standards of the discipline. This space, especially "wet" laboratory space, is often expensive to construct and maintain; therefore, administrators should examine the use of such space with special care. External research sponsorship and/or significant involvement with students in research will have influence in determining priorities.
  - c. Space for faculty, as defined in the Faculty Handbook, needed to carry out their responsibilities.
  - d. Space for student use, including space for registered student organizations and student academic, athletic, recreation, residence, dining and social spaces.
  - e. Space for full and part-time administrative staff needed to carry out respective responsibilities.
  - f. Conference and meeting rooms. Such rooms are appropriate for departmental and student meetings which allow for formal and informal interactions necessary for the University's functional effectiveness while promoting community. Additionally, these spaces allow for positive external community relations and serve as potential income generating spaces. Such rooms are counted in the assignable square footage for each unit to which such a space is individually assigned. Shared conference rooms are encouraged and the assigned square footage will be allocated between or among units that utilize them. Departments are strongly encouraged to make those conference/meeting rooms assigned on a department-specific basis

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available for use by other units when such spaces are not booked for use for departmental purposes.

- g. Space (office and/or laboratory) for individuals associated with University programs but not on the University payroll, including space for specific faculty as defined in the Faculty Handbook and affiliated staff, where possible.
- h. Other spaces for institutional support functions not related to teaching and research, such as general maintenance, repair of equipment, etc.
- i. Private study/social spaces and spaces designed for specialized purposes, for faculty, staff and/or students, such as music practice rooms, art studios, etc., storage spaces for equipment and other materials not used on a continuous basis.

### **3. Utilization Principles**

Those responsible for space are also responsible for making efficient use of the space assigned to them. Periodically, they should review space assignments and utilization to ensure all assigned space is consistent with the following utilization principles:

1. The nature of the occupant's work should influence whether an individual is allocated a private office. Part-time faculty, graduate teaching assistants, research assistants, and other graduate or part-time staff should expect to share space, two or more to an office, unless specific needs are required.
2. The assignment of more than one campus office to a specific individual is highly discouraged. An exception may apply when an individual has two different functions which are not performed in close proximity.
3. If a space is vacated, a college, school, administrative unit, or department wishing to occupy and utilize the vacated space must submit a Space Request Form and a Space Profile Form identifying the vacated space and describing the programmatic rationale for any proposed use.
4. Unless specifically prohibited by contract, funding source obligation, policy, or statute, all space, including occupied space, is considered re-assignable for other uses.
5. A high value is placed on the clustering of activities to promote academic/task affinities in instruction, service and research and desirable interactions between and among faculty, students, and staff, and to maximize convenience for the users of University services.
6. Space planning must take place concurrently with the planning for any programmatic growth. Space allocations must be requested and appropriate space identified in conjunction with the development of new programs and initiatives.

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Periodic assessments of the utilization, quantity, and quality of existing space assignments will be conducted at the direction of the Space Committee. Assessments will be conducted according to established University space allocation standards and space utilization principles with due consideration given to inefficiencies associated with the design, location, and condition of space.

## **4. Space Request Procedures and Decision Making Criteria**

1. Space requests for functions or programs strongly linked to the University's mission, strategic objectives, or other stated campus priorities, will be given priority over competing requests.
2. Criteria for space allocation analyses include:
  - Centrality to Creighton's mission and strategic priorities;
  - User productivity (whether measured by grant generation; teaching, research, scholarship and service, student engagement, or support services);
  - Cost and associated benefits;
  - Availability and timing of funding;
  - Improving any existing allocation to minimize exposure of the University to liability; and
  - Adequacy, location, adjacencies and functionality of existing and proposed space assignments.
3. The Committee may reassign space to another user and/or function when a plan is developed to consolidate existing functions into a lesser amount of space. In evaluating potential reassignments, consideration will be given to the disruptive effects of moving or consolidation on teaching, research, student engagement, customer service, administrative activities, and employee morale. Space assignment analyses will consider the past, current, and future use of the space.
4. Proposals for conversion of space from one function to another will be evaluated carefully. In general, to avoid excessive conversion costs and diminution of the vitality of campus activity, space should be used for the purpose for which it was designed. The analysis of proposals for the conversion of space to a less intensive use (e.g., conversion of a laboratory to an office or conference room) will include identification of the cost of replicating the original facility for use by another unit. As the University's needs evolve, its space needs will also evolve. In all cases, discussion of proposed space conversions will be encouraged to promote mutually beneficial space outcomes.

Space request procedure process is located at:

<https://www.creighton.edu/admin/facilities/policiesprocedures/spacerequests/>

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### **SCOPE**

This policy is applicable to all colleges, schools, divisions, departments, student organizations, and other affiliated organizations that utilize or seek to utilize space on Creighton University campus and off-campus facilities.

### **AMENDMENTS OR TERMINATION OF POLICY**

The University reserves the right to modify, amend or terminate this policy at any time.